6 c AUG 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Item

: Items from OTR for Colonel White's

"Black Book"

The following items are suggested for inclusion in your list of topics for the information of Colonel White upon his return from leave 30 August.

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- a. We have identified 38 staff positions for conversion to contract.

 All are from Conversion will be accomplished by 15 October.
- b. In response to special interests expressed by Howard Haugerud, Coordinator, National Interdepartmental Seminar, we are working on plans to conduct a "Day at CIA" for participants in the Seminar which begins 13 September. Tentatively, we plan to have Colonel White make the opening remarks to be followed by three presentations of about 90 minutes, including a question-and-answer session. The day will begin about 9:45 and end about 4:00. The group, about 50, will have an early lunch in the Executive Dining Room.

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Relations," which he is scheduled to give in the Advanced Intelligence Seminar (AIS) will be open to a larger audience in the Main Auditorium.

September, at 9 o'clock.

27 Sept.

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- d. The Senior Seminar which opens on Sunday, 19 September at will have 20 officers, selected by TSB, among them seven supergrades; other participants are in grade GS-15. Speakers from the media have been checked out with the Director. (Note: This is also true for the speakers in the AIS.)
- e. Our move to the Chamber of Commerce Building is holding to schedule for the week of 30 August. OTR plans to use the long weekend to complete the move if necessary. We anticipate no problems with courses scheduled to begin Labor Day week.
- f. We have begun to put together the information for the "Fact Book," a compilation of questions and answers about the Agency. The book is intended for the use of recruiters and employees who attend programs outside the Agency. Hopefully it will be in the Director's hands by 30 September.

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HUGH T. CUNNINGHAM
Director of Training

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